

TITLE: Information Systems Advisor
PG: GQ
DEPARTMENT: Information Technology
REPORTS TO: Chief Information Officer
REVISION DATE: JUNE 2015

PURPOSE OF POSITION:

Under the general direction of the Chief Information Officer, plans, coordinates, oversees and participates in the development, implementation, integration, operation, and maintenance of the City's Geographic Information System (GIS); designs and implements information systems for provision of access to GIS data; develops and implements specialized GIS applications and interfaces; oversees the design and development of all databases associated with the GIS base map, and performs a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Serves as project lead for special GIS projects, database design and development.
2. Meets with various GIS users to plan and discuss system requirements.
3. Serves as system administrator ensuring that application software and hardware operates efficiently.
4. Coordinates GIS activities with other IT staff, city departments and outside agencies as needed.
5. Plans and develop City-wide user training for GIS.
6. Researches and investigates GIS industry techniques, products and best practices.
7. Evaluates and recommends GIS software and hardware systems.
8. Attends and participates in professional group meetings, seminars and training in order to stay abreast of new trends and innovations in the field of GIS technology.
9. Provides highly technical support to GIS programs.
10. Oversees multiple projects, tasks and priorities to achieve desired goals.
11. Creates geographically referenced data sets.
12. Prepares accurate maps and records.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Applicants must have a Bachelor's Degree from an accredited college or university with major course work in information sciences, geographic information systems, engineering or a related field. Four years of increasingly responsible geographic information systems experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, comprehend and interpret complex scientific and technical information as it relates to geographic information systems.
- Knowledge of operations, services, and activities of a geographic information system program.
- Knowledge of the capabilities and operational characteristics of GIS equipment and software including. ArcInfo, ArcView and computer mapping applications.
- Knowledge of the concepts of relational database systems.
- Knowledge of the pertinent federal, state and local laws, codes and regulations.
- Ability to multitask and prioritize requests and projects
- Ability to plan, organize, manage, direct, and evaluate the work of subordinate employees.
- Ability to establish and maintain effective and professional working relationships with other department heads and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion and confidentiality regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to work the allocated hours of the position, including after hours for 24/7 operations.

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of up to 60 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires the ability to sit for extended periods of time at a work station or desk, but will also work in awkward or confining workspaces where the environment may be dusty.

Physical activities include reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening.

Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

Works in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.